BEST COPY Available

CIA INTERNAL USE ONLY
Approved For Release 2001/08/08 : CIA-RDP78-03578A000600090002-6

30 July 1960

MEMORANDEM FOR: Chief, Printing Services Division, Office of logistics

THIODOHA

Chief, Adzinistrative Staff

SUBJECT:

Pay Administration of GF Schedule Employees

ELFERENCE:

Memorandes for Chief, Payrell Branch, Piscal Rivision from Chief, Printing Services Division, OL dated 23 Jame 1960. Subject; Pay Administration

l. In the administration of pay for employees paid on the GP echedule the practice in the Agency has been to follow the system established by the Government Printing Office. Similarly for General Schedule employees, Lithographic Mago Board employees and Army-lir force Mage Scard employees the Agency practice has been to follow the policies and regulations established for the category of employees. While this may result in certain inconsistencies between schedules, on the whole this is considered a more equitable arrangement.

- Inder Covernment Printing Office practice and policy when a consider employee is on the night shift he receives the established night differential of 15 percent. This applies when his tour of duty employee is detailed to the day shift he leases this night differential. The Covernment Printing Office makes no distinction between assignments at the request and convenience of the organization, or otherwise. Further it must be considered that the assignments of employees generally are at the request and convenience of the organization and the fact that this is the reason for assignment is not a basis for payment of a night differential. Night differential is for the purpose of compensating as individual for the inconvenience and presumable hardship of working at night. When an employee is not easigned on the night shift oven for a period of one day there is no basis for granting him this additional compensation.
- 3. With respect to an employee on an established night tour who ? sourcest. Under Government Printing Office policy, such an employee is

JOB NO. BOX NO. FLD NO. DOC. NO. 2 NO CHANGE

ON CLASS) DECLASS CHANGED TO: TS S C RET. JUST.

NEXT REV DATE PEV DATE NESS PEVIEWER 12525 TYPE DOC. 02

NO. PGS 2 CREATION DATE ORG COMP 32 OP132 ORG CLASS ALL

REV CLASS K REV COORD. AUTH: HR 70-2

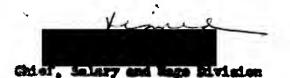
CIA INTERNAL USE ONLY

Approved For Release 2001/08/08 : CIA-RDP78-03578A000600090002-6

entitled to have his evertime computed at his night rate including 15 percent night differential regardless of then the evertime is worked.

FOR THE DESIGNATION OF PERSONNELS

CG 31-48



STATINTL

CORVERNICA

Chief, Fiscal Division

Delo

Distributions

O & 1 - Addresses

1 - C/Fiscal Div

1 - D/Pers

2 - SMD /

STATINTL

OP/SWD, tw (30 June 60)

CIA INTERNAL USE UNLY

Next 6 Page(s) In Document Exempt